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6/30/97

**MASTER AGREEMENT**

**Between the**

**DeWitt Board of Education**

**and**

**DeWitt Educational Support Personnel Association**

**Custodians  
Food Service  
Office Personnel  
Paraprofessionals  
Transportation**

**1994-97**

*DeWitt Public Schools*

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## ARTICLE I

### RECOGNITION

- A. The Board hereby recognizes the Association (DeWitt/ESPA) as the sole and exclusive bargaining representative, as defined in Section II of Act 379, PA of 1965, for all full time and regularly employed part-time bus drivers, mechanic, dispatcher/clerk, secretaries, custodial staff, maintenance person and grounds person, cafeteria staff, Latch Key child care attendants and assistants/clerks, but excluding therefrom all substitutes, occasional employees, students, confidential employees, and supervisors such as, but not necessarily limited to, the executive secretary, business manager, district building maintenance supervisor, district grounds maintenance supervisor, cafeteria supervisor, and all others. Regularly employed part-time shall mean those employees employed by the District on a regularly scheduled assignment; excluding on-call, day-by-day substitutes or an employee employed for a specific amount of regularly scheduled time which is not more than the length of the negotiated probationary period of the bargaining unit employees.
- B. The term "employee" when used in this Agreement shall refer to all employees represented by the Association in the bargaining unit as described above.
- C. Reference to male employees shall include female employees, and reference to female employees shall include male employees.
- D. In the event a new classification is created in the District, the parties agree to discuss whether the classification should be included in the bargaining unit as defined above. If the parties cannot agree, the matter shall be referred to the Michigan Employment Relations Commission for resolution.

## ARTICLE II

### CONTINUITY OF OPERATIONS

- A. The Association agrees that its officers, representatives, and members shall not authorize, instigate, cause, aid, encourage, ratify, or condone, nor shall any employee take part in any strike, slow-down, or stoppage of work, boycott, picketing, or other interruption of activities in the school system. Any person who, by concerted action with others, and without the lawful approval of his supervisor, willfully absents himself from his position, or abstains in whole or in

part from the full, faithful, and proper performance of his duties shall be deemed to be on strike. Failure or refusal on the part of any employee to comply with the provisions of this Article shall be cause for whatever disciplinary action is deemed appropriate by the Employer.

- B. The Employer agrees that it will not, during the period of this Agreement, directly or indirectly engage in or assist in any unfair labor practice as defined by the Public Employment Relations Act.

### ARTICLE III

#### MANAGEMENT RIGHTS

- A. It is agreed that the Board hereby retains and reserves unto itself, without limitation and without prior negotiation with the Association, all the powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitutions of the State of Michigan and of the United States, including, but without limiting the generality of the foregoing, the rights to:
  - 1. The executive management and administrative control of the DeWitt Public School District, its properties, equipment, facilities, and operations and to direct the activities and affairs of its employees;
  - 2. Hire all employees and subject to the provisions of the law, to determine their qualifications and the conditions of their continued employment or their dismissal or demotion and to promote, transfer and assign all such employees and to determine the size of the work force and lay off employees;
  - 3. Establish or revise policies and adopt reasonable rules and regulations;
  - 4. Continue or revise its policies and practices of assignment and direction of its personnel, determine the number of personnel, and scheduling of all the foregoing, and the right to establish, modify, or change any work or business or school hours or days, not in conflict with the specific provisions of this Agreement;
  - 5. Determine the services, supplies, and equipment for its operations and to determine all methods and means of distributing, disseminating and/or selling its services and the methods, schedules, and standards of operations, the means, methods, and processes of carrying on the work, including automation or contracting thereof or changes therein, and the institution of new and/or improved methods of changes therein;



6. When necessary, to determine the ability of employees to perform satisfactorily through a physical and/or mental examination by appropriate medical personnel provided that any such examination shall be at the Employer's expense;
  7. Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions thereof, and the relocation or closing of offices, departments, divisions or subdivisions, buildings, or other facilities;
  8. Determine the placement of operations and the source of materials and supplies;
  9. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations;
  10. Determine the size of the administrative organization, its functions, authority, amount of supervision and table of organization.
- B. The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof, are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.
- c. Notwithstanding any provision of this Agreement, it is agreed that the Board has the right to take any action or make any accommodation that may be necessary to comply with the Americans With Disabilities Act (ADA) or other laws that prohibit discrimination.

#### ARTICLE IV

#### ASSOCIATION RIGHTS

- A. The Association and its representatives shall have the right to use school buildings and facilities subject to existing Board policy.

- B. Duly authorized representatives of the Association shall be permitted to transact official Association business on school property provided that this shall not interfere with or interrupt normal school operations.
- C. The Association shall have the right to reasonable use of the Employer's office equipment at reasonable times, when such equipment is not otherwise in use, and subject to existing Board policy. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.
- D. The Employer will provide bulletin board space in each building which may be used by the Association for posting official Association notices. The Association President shall initial all such notices prior to their posting.
- E. The Employer agrees to furnish to the Association in response to written requests, public information which the Association requires to administer this Agreement and to formulate contract proposals. The Association may have copies of this data by paying the normal cost of reproducing the copies to the District.
- F. The Employer shall grant the Association up to five (5) days of paid leave each year for Association business provided that the Association President notifies the Employer at least five (5) days in advance and a substitute is available, if needed. A leave day as used herein shall be defined as the normal work day of the bargaining unit member taking said leave.
- G. It is understood that the members of the bargaining unit set forth in the foregoing recognition clause have the responsibility for performing the duties normally associated with those positions. These duties shall be assigned only to a person who is or will become a member of the bargaining unit represented by the Association except when bargaining unit members do not possess the skills to perform the work as reasonably specified; or, when the manpower, equipment and capacity of the Employer to perform the work, as reasonably specified, with bargaining unit members are not available.
- H. Section G of this Article shall not be interpreted to deny the Employer the right to continue the practice of having non-bargaining unit personnel to perform bargaining unit work.
- I. Upon employment, the Employer shall provide all employees who are hired into the bargaining unit with a copy of the Master Agreement.

## ARTICLE V

### EMPLOYEE RIGHTS

- A. The Board will not arbitrarily or capriciously discipline or discharge any bargaining unit member. A discharge will not take place without giving the bargaining unit member an opportunity to explain his/her action or inaction that is the cause of a contemplated discharge.

The specific grounds for disciplinary action shall be presented to the bargaining unit member in advance of the imposition of discipline or as soon thereafter as practical.

- B. A bargaining unit member shall be entitled, at his request, to have a representative of the Association present when being formally reprimanded or formally disciplined for any infraction of rules or delinquency in performance. When a request for such representation is made, no action shall be taken with respect to the unit member until such representative of the Association is present. Should disciplinary action be likely to occur at a given meeting, the bargaining unit member shall be advised by the Employer of his right to representation under this provision of the Agreement. The Association shall make a representative available within two (2) working days.
- C. Bargaining unit members shall have the right to examine their personnel file and may be accompanied by a representative of the Association.
- D. Documents of an evaluative and/or disciplinary nature shall first be signed and dated by the bargaining unit member prior to insertion into the personnel file. Upon request of the Employer, the bargaining unit member shall be required to sign such documents.
1. The bargaining unit member's signature shall not be interpreted to mean agreement with the content of the material, but shall be understood to indicate awareness of the material.

2. Should the bargaining unit member disagree with the content of the material being placed in the personnel file, he may have his written statements attached to the file copy of said material. For purposes of this Agreement, the failure of a bargaining unit member to indicate his/her disagreement with the content of material being placed in the personnel file within ten (10) work days of being required to sign the material shall be conclusively construed to mean that the bargaining unit member does not disagree with the content.
- E. Pursuant to the Michigan Public Employment Relations Act, the Employer hereby agrees that bargaining unit members shall have the right to freely organize, join and support the Association for the purpose of engaging in collective bargaining.
  - F. Except as provided in section B of this Article, any disciplinary action taken against a bargaining unit member shall be done in private.
  - G. Bargaining unit members may be required to use physical force, as allowed by law, as may be necessary to prevent a pupil from injuring himself or others, or to prevent damage to school property. The Employer shall provide and arrange access to it's legal counsel to advise the bargaining unit member of his/her rights in the event the bargaining unit member is complained against or sued for such action.
  - H. Any case of assault upon a bargaining unit member shall be promptly reported to the Employer. The Employer will provide access to the Board's legal counsel to advise the bargaining unit member of his/her rights and obligations with respect to such assault.
  - I. The Employer shall provide and arrange access to it's legal counsel to advise the bargaining unit member of his/her rights in the event the bargaining unit member is complained against or sued for action taken by the bargaining unit member while in the performance of his/her normal duties and responsibilities.
  - J. Should parking problems develop in the District, the Board agrees that representatives of the Employer will meet with representatives of the Association to discuss the resolution of such a problem pursuant to the special conference language contained in Article XX of this Agreement.
  - K. Nothing contained herein shall be construed to deny or restrict to any bargaining unit member, rights he may have under Michigan laws or other applicable laws and regulations.

- L. Letters of warning, reprimand, and discipline in a bargaining unit member's file which do not relate to a recurring incident within a three (3) year period from the date of such discipline, shall be removed from the personnel file at the written request of the bargaining unit member and the concurrence of his/her immediate supervisor.
1. Should the immediate supervisor deny the bargaining unit member's request, the bargaining unit member may appeal the immediate supervisor's decision with the Superintendent, or the Superintendent's designee, within ten (10) work days of such denial.
  2. Should the Superintendent, or the Superintendent's designee deny the bargaining unit member's request, such denial shall be for just and reasonable cause.
  3. Once removed from the personnel file, said disciplinary documentation shall not thereafter be used against the bargaining unit member.
- M. Unless prohibited by law, the bargaining unit member may, upon request, have his/her dismissal, suspension, discipline, and/or performance evaluation(s) considered by the Board of Education in a closed session. In the event an individual who is not a school district representative or agent requests access to or copies of employment records regarding dismissal, suspension, discipline, complaints, allegations, charges, performance evaluations, or medical, counseling or psychological records, the bargaining unit member and the Association shall be notified promptly. The foregoing provision shall not prevent the Association from exercising its duties as the bargaining agent.

## ARTICLE VI

### DUES, FEES AND PAYROLL DEDUCTIONS

- A. Any bargaining unit member who is a member of the Association, or who has applied for membership, may sign and deliver to the Employer an assignment authorizing deduction of dues and assessments of the Association as established by the Association. Such authorization shall continue in effect from year to year unless revoked in accordance with the procedures outlined in the ESPA Constitution, Bylaws and Administrative Procedures. Pursuant to such authorization, the Employer shall deduct one-tenth of such dues and assessments from the salary of the bargaining unit member for ten (10) months beginning in September of each year.

- B. Any bargaining unit member who is not a member of the Association in good standing or who does not make application for membership within thirty (30) calendar days from the first day of active employment shall, as a condition of employment, pay a Service Fee to the Association in a legally permissible amount not to exceed the dues uniformly required to be paid by members of the Association; provided however, that bargaining unit members who were not members of the Association as of October 24, 1979, who are bonafide contributing members of a religious body or sect which objects to unionization on the basis of religious tenants may contribute, in lieu of Association dues or the Service Fee required under this Article, an equivalent sum of money to a non-religious, non-political, non-profit charitable organization; and provided further, that the bargaining unit member may authorize payroll deduction for such fee in the same manner as provided in Section A of this Article.
1. The non-religious, non-political, non-profit charitable organization referenced herein shall be mutually established by the Employer and the Association.
  2. The bargaining unit member who elects to contribute an equivalent amount of money to a non-religious, non-political, non-profit charitable organization in lieu of dues or a Service Fee, shall provide the Association President with documented evidence that he is a bonafide contributing member of a religious body or sect which objects to unionization on the basis of religious tenants.
  3. In the event that a bargaining unit member shall not pay the Service Fee directly to the Association, or authorize payment through payroll deduction as herein provided, or comply with the charitable donation provisions, the Employer shall, at the request of the Association, terminate the employment of the bargaining unit member.
  4. The parties expressly recognize that the failure of any bargaining unit member to comply with the provisions of this Article is just cause for discharge from employment.
- C. In all cases of discharge for violation of this Article, the Association shall notify the bargaining unit member of non-compliance by certified mail, return receipt requested. Said notice shall detail the non-compliance and shall provide ten (10) calendar days for compliance. Further, such notice shall advise the recipient that a request for discharge may be filed with the Employer in the event that compliance is not effected.



- D. In the event of any legal action brought before the courts or an administrative agency against the Dewitt Public Schools, its Board of Education, individual board members, officials, employees and agents because of compliance with this Article, the Association agrees to defend such action at its own expense and through its own counsel provided:
1. The damages have not resulted from the negligence, misfeasance, or malfeasance of the Board or its agents.
  2. The Association, after consideration with the Board, has the right to decide whether to defend any said action or whether or not to appeal the decision of any court or other tribunal.
  3. The Association has the right to choose the legal counsel to defend any said suit or action.
  4. The Association shall have the right to compromise or settle any claim against the Board under this Article with the litigees.
- E. The Association shall, on or before the 1st day of September, give written notification to the Superintendent of the amount of dues to be deducted in the coming school year. The amount of deductions for those dues shall not be subject to change during the school year except where there is a change in hours.
- F. Dues deductions shall be transmitted to the Association within fifteen (15) days after such deductions are made.
- G. The Association agrees to reimburse any bargaining unit member for the amount of any dues deducted by the Board and paid to the Association, when such deduction is in excess of the proper amount.
- H. The Board assumes no liability for the authenticity, execution or revocation of the authorization form.
- I. Upon appropriate written authorization, the Employer shall deduct from the wages of such bargaining unit member and make appropriate remittance for programs not paid or fully paid by the Employer. Such programs shall include credit union deductions, insurance options, savings bonds, charitable donations, and any other programs jointly approved by the Association and the Employer.

## ARTICLE VII

### NEGOTIATION PROCEDURES

- A. This Agreement may be extended by mutual written consent of both parties. This Agreement constitutes the sole and entire existing Agreement between the parties and supersedes all prior practices whether oral or written and expresses all obligations imposed upon the Board and the Association. This Agreement is subject to amendment, alteration, or additions only by a subsequent written Agreement between and executed by the Board and the Association. The waiver of any breach, term, or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.
- B. Both parties agree to enter into negotiations on a new Agreement on wages, hours, and working conditions at least sixty (60) days prior to the expiration date of this Agreement.
- C. Neither party in any negotiations shall have any control over the selection of the bargaining representatives of the other party. The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals and make concessions in the course of negotiations.
- D. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining; and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association for the life of this Agreement, each voluntarily and unqualifiedly waives the duty, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not referred to or covered in this Agreement even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement. The Board shall have the right to deal with such subjects or matters by the exercise of its management rights without prior negotiations during the life of this Agreement, unless the parties mutually agree to enter into negotiations for an amendment to this Agreement concerning such subjects or matters.
- E. If, at the request of the Board, a bargaining unit member is engaged during the school day in contractual negotiations on behalf of the Association with any representative of the Board, he shall be released from regular duties without loss of salary and without loss of any leave time provided under this Agreement.

## ARTICLE VIII

### GRIEVANCE PROCEDURE

- A. A grievance shall be defined as an alleged violation of the expressed terms and conditions of this contract.

The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article:

1. The termination of services of or failure to re-employ any probationary employee.
  2. Any matter involving the content of employee evaluation.
- B. Nothing contained in this Agreement shall be construed to prevent a bargaining unit member from presenting a grievance and having the grievance adjusted by the Employer without the intervention of the Association provided that such adjustment is consistent with the terms of this Agreement.
- C. The term "days" as used herein shall mean working days except that during the summer months the term "days" shall mean Monday through Friday excluding holidays.
- D. A written grievance as required herein shall contain the following:
1. It shall be signed by the grievant(s);
  2. It shall be specific;
  3. It shall contain a synopsis of the facts giving rise to the alleged violation;
  4. It shall cite the section or subsections of this contract alleged to have been violated;
  5. It shall contain the date of the alleged violation;
  6. It shall specify the relief requested.

Any written grievance not in accordance with the above requirements shall be rejected as improper. Such a rejection shall not extend the limitations hereinafter set forth.

- E. The time limits provided in this Article shall be strictly observed, but may be extended by mutual agreement between the parties.
- F. At each step of the grievance procedure, a bargaining unit member may have a representative of the Association present if he/she so chooses. This shall not serve to alter the timelines set forth herein.
- G. Upon receipt of written agreement from the bargaining unit member, the Employer shall permit an Association representative access to and the right to inspect copies of the bargaining unit member's personnel file. Confidential letters of reference secured from sources outside of the District shall be excluded from inspection.
- H. All preparation, filing presentation or consideration of grievances shall be held at times other than when a bargaining unit member or a participating Association representative is to be at his assigned duty station unless mutually agreed otherwise.
- I. Should a bargaining unit member fail to institute a grievance within the time limits specified, the grievance will not be processed. Should a bargaining unit member fail to appeal a decision within the limits specified, or leave the employ of the Board, except a claim involving a remedy directly benefiting the grievant regardless of his employment, all further proceedings on a previously instituted grievance shall be barred.
- J. The grievance form is attached to this Agreement as Appendix B.
- K. Level One- A bargaining unit member alleging a violation of the express provisions of this Agreement shall within seven (7) days of its alleged occurrence orally discuss the matter with his immediate supervisor in an attempt to resolve same.  
  
If no resolution is obtained within three (3) days of the discussion, the bargaining unit member shall reduce the grievance to writing and proceed within five (5) days of said discussion to Level Two.
- L. Level Two- A copy of the written grievance shall be filed with the immediate supervisor or his designated agent. Within five (5) days of the receipt of the grievance, the immediate supervisor, or his designated agent, shall render a decision in writing, transmitting a copy of same to the grievant, the Association President, the Superintendent, and place a copy of same in a permanent file in his office.

- M. Level Three- If the grievant(s) is not satisfied with the disposition of the grievance at Level Two or if no disposition has been made within five (5) days of the receipt of the grievance, the grievance shall be transmitted to the Superintendent or his designee within five (5) days of the level two answer or the date the level two answer was due.

Within five (5) days after the grievance has been so submitted, the Superintendent or his designee shall meet with the grievant and the Association on the grievance. The Superintendent or his designee shall, within ten (10) days after the conclusion of the meeting, render a written decision thereon and shall forward copies of said decision to the grievant and the Association President.

- N. If the Association is not satisfied with the disposition of the grievance at Level Three or if no disposition has been made within the period provided above, the Association may within ten (10) days, submit the grievance to arbitration by notifying the superintendent in writing. If the parties cannot agree as to the arbitrator, the arbitrator shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration proceeding. The demand for arbitration must be filed with the American Arbitration Association within ten (10) days from the date that the superintendent is given written notice that the grievance is being submitted to arbitration.
1. Neither party shall be permitted to assert in such arbitration proceeding any ground or to rely on any evidence which was not previously disclosed to the other party.
  2. Both parties agree to be bound by the award of the arbitrator, and that judgment thereon may be entered in any court of competent jurisdiction.
  3. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement.
  4. The fees and expenses of the arbitrator shall be paid by the losing party. If the award modifies the position of the Employer rather than sustaining or denying the grievance, the fees and expenses of the arbitrator shall be shared equally by both parties.
  5. More than one grievance may not be considered by the same arbitrator at the same time except upon the express written mutual consent of the parties.

## ARTICLE IX

### WORKING HOURS AND CONDITIONS

- A. The normal work day shall consist of no more than eight (8) hours a day, or forty (40) hours a week.
1. Bargaining unit members working an afternoon or evening shift may be rescheduled to the day shift when school is not in session.
  2. When school is not in session during the summer months, shift changes among custodial/maintenance employees shall be made on the basis of seniority with the most senior unit member within a building and classification being granted his shift preference first.
  3. Qualified bargaining unit members who are assigned less than a twelve (12) month period shall have the first opportunity for seasonal employment or special assignments. Bargaining unit members who accept such employment shall receive compensation as outlined in Appendix A of the Master Agreement for "Special Assignments and Seasonal Employment."
  4. A bargaining unit member shall be compensated at his/her regular rate of pay for working an extended work year in his/her position. This provision shall not apply to seasonal employment and special projects which shall be compensated in accordance with Appendix A.
  5. The work schedule for ten (10) month secretaries shall commence two (2) weeks prior to the first day of student instruction and conclude two (2) weeks after the last day of student instruction except as arranged otherwise by the building principal or immediate supervisor and with the concurrence of the Superintendent.
  6. In lieu of the foregoing, compensatory time may be mutually arranged between a bargaining unit member and the Superintendent, or the Superintendent's designee. The accrual and use of compensatory time shall be noted on the bargaining unit member's bi-weekly time sheet.
- B. The mechanic shall have uniforms and their cleaning provided by the Employer.
- C. Bargaining unit members shall be entitled to a thirty (30) minute unpaid lunch break, as scheduled by the Employer.



A bargaining unit member who is called upon to interrupt his lunch period will be provided additional time to equal a minimum of the thirty (30) minute period.

- D. All eight (8) hour per day bargaining unit members may take a 15 minute "break" in the morning and a 15 minute "break" in the afternoon or during the first half and second half of their regular shift, whichever may apply.

Employees working less than eight (8) hours, but more than four (4) hours, shall be entitled to one (1) fifteen (15) minute break scheduled by the Employer.

- E. Bargaining unit members who work in the custodial/maintenance and grounds classifications shall be entitled to a five (5) minute personal clean-up period before lunch and at the end of each shift.

- F. At the option of the Employer, substitutes may be provided for absent bargaining unit members. A bargaining unit member who is interested in being employed as a substitute in another classification in the bargaining unit shall be entitled to have his/her name placed on the substitute list for that classification provided he/she is qualified. When a substitute is needed the employer shall endeavor to first contact the bargaining unit member(s) on the substitute list, except in emergencies. The employer's obligations shall be fully satisfied if an attempt is made to contact the bargaining unit member by telephone. The bargaining unit members on the substitute list shall be called on a rotational basis. Work performed as a substitute shall be paid at the substitute rate for that position. No bargaining unit member shall be entitled to be contacted for employment as a substitute if employment as a substitute would result in more than forty (40) hours of work in a workweek or if the substitute assignment conflicts with the bargaining unit member's regular assignment. The employer shall not be required to modify a substitute position or assignment in order to make a bargaining unit member eligible for the position or assignment.

- G. When a bargaining unit member expects to be absent for any reason, he/she shall notify his/her immediate supervisor, or his/her designee, at least one (1) hour prior to the start of his/her regular hours of work. Bargaining unit members who work the afternoon or evening shift as custodians shall notify their immediate supervisor or his/her designee, at least two (2) hours prior to their regular hours of work.

- H. The Employer shall schedule its meetings with bargaining unit members on the Employer's time whenever reasonably possible. Meetings which are otherwise scheduled shall entitle the unit member to be paid at the "waiting time" rate of pay for such time meeting with the Employer except when the forty (40) hour week is exceeded in which case time will be paid at time and one-half.

- I. Except as provided in Section J, overtime, when available, shall be offered to bargaining unit members in accordance with the following:
1. The overtime shall be in the employee's classification.
  2. Overtime will be offered so that the overtime hours of employees in the same classification and building are as equal as possible.
  3. Overtime shall not be offered if the overtime assignment conflicts with the bargaining unit member's regularly assigned hours.
  4. Overtime includes offering bargaining unit members the opportunity to substitute for an absent bargaining unit member when there is no conflict between the bargaining unit member's regularly assigned hours and those of the absent bargaining unit member.
  5. Overtime will be organized by the use of an overtime chart and will be offered to bargaining unit members on a rotating basis beginning with the most senior unit member.
  6. Bargaining unit members assigned to more than one (1) building shall be offered overtime on a rotating basis within each of their assigned buildings. The opportunity for overtime in one (1) of the assigned buildings shall not adversely affect the bargaining unit member's opportunity for overtime in another assigned building.
  7. When school is closed to students and there is work available for bargaining unit members, said work shall be offered on the basis of seniority with the most senior bargaining unit member being offered the time first.
  8. It shall be the immediate supervisor's responsibility to distribute overtime and to inform all bargaining unit members of the status of the distribution of overtime within those classifications that he/she supervises.
  9. Overtime work shall be voluntary.
  10. For purposes of maintaining the overtime chart, the refusal of an offer of overtime shall be recorded as if it had been accepted.
- J. It shall be the immediate supervisor's responsibility to distribute overtime/ additional hours within the food services classification on a system-wide basis and to inform all bargaining unit members of the status of the distribution of overtime/additional hours. The distribution of overtime/additional hours shall otherwise be governed by the provisions of section I.

- K. Cleaning days for the Food Service Classification shall include:
1. One (1) day before the first day of student instruction and one (1) day at the end of the instructional school year.
  2. As designated by the Director of Food Services, two (2) other days during the instructional year.
- L. Time and one-half will be paid for all hours worked in excess of forty (40) hours in any one (1) week and for all hours worked on Saturday except when the bargaining unit member is normally scheduled to work on Saturday. Double time will be paid for all hours worked on Sundays except when the bargaining unit member is normally scheduled to work on Sunday. Double time will be paid for all holidays worked.
- M. A bargaining unit member reporting for "call-back" or "call-in" overtime duty shall be guaranteed at least two (2) hours of work at the rate of time and one-half. This does not apply to hours worked in conjunction with the regular work shift.
- N. Where applicable, a bargaining unit member reporting for emergency duty which is outside of his regular work period, shall be permitted to complete his regular shift as well.
- O. Bargaining unit members shall exercise reasonable care for the school materials, equipment, and facilities assigned to them.
- P. Where appropriate, the Employer shall assist and support the bargaining unit member with respect to the maintenance of control and discipline of students in connection with the bargaining unit member's assigned work.
- Q. When school is closed for weather conditions, mechanical malfunctions and/or other emergencies, said days will be rescheduled in accordance with the collective bargaining agreement covering instructional staff so that the school district can provide the minimum number of days of instruction required by law or regulation or to receive full state aid. Ten (10) month bargaining unit members will be required to report for work on said rescheduled days at their regular rate of pay.
1. A ten (10) month bargaining member who is on paid leave when school is closed for the reasons stated above shall not be charged for said leave.
  2. Bargaining unit members who report for work and are subsequently prevented from working because school has been closed to students for the above reasons, shall be compensated at their regular rate of pay for a minimum of one (1) hour.

3. Should the Employer notify twelve (12) month bargaining unit members that they are not to report for work, twelve (12) month bargaining unit members shall be paid at their regular daily rate of pay. Further, should the Employer release twelve (12) month bargaining unit members after they have reported for work, but prior to the close of the workday, twelve (12) month bargaining unit members who have reported shall be paid at their daily rate of pay.
- R. A bargaining unit member who is injured during the course of his employment shall complete a Worker Compensation Form as soon as the nature of the injury permits.

## ARTICLE X

### TRANSPORTATION EMPLOYEES

- A. Transportation bargaining unit members shall meet with the Employer prior to the start of each school year for the purpose of bidding on bus routes.
1. Bus routes shall be assigned based on seniority. At the beginning of each school year, drivers will bid on the route of their choice on a seniority basis (senior driver bids first). A route shall consist of an elementary run and a secondary run, each covering approximately the same geographic area. This does not include Kindergarten, Vocational Education or Special Education bus runs.
  2. Vacancies which occur during the summer months when school is not in session, shall be filled on the basis of seniority with the most senior driver bidding first.
  3. Vacancies which occur during the school year shall be filled with a new hire provided there is no bargaining unit member on the recall list who is qualified to fill said vacancy.
  4. Drivers who report for work and school is subsequently closed to students shall be compensated at their regular rate of pay for one (1) bus run.
- B. All drivers shall complete the driver training course as mandated by the State of Michigan or as required by the Employer.
1. Drivers shall be compensated for all hours in attendance at said training sessions as required by the State of Michigan or the Employer at the "waiting time" rate.

2. The Employer shall reimburse each driver for the cost of his commercial driver's license. Said reimbursement shall be pro-rated over the life of the license.
- C. Drivers shall not be required to perform major repairs on buses. Drivers will be responsible for the interior cleanliness of the bus, fueling, checking water and oil, road test (daily walk around) and other pre-trip or state inspections as outlined by the Employer, at no additional compensation.

Drivers will be compensated for one-half (1/2) hour at the waiting time rate for washing the exterior of their buses provided they have received prior authorization from the Transportation Supervisor.

- D. Special trips shall be assigned to drivers on a rotation basis in accordance with seniority. When the seniority list has been exhausted from top to bottom, the rotation process will be repeated.
1. For rotation purposes, a refused trip shall be recorded as if it had been accepted.
  2. Should a driver return a special trip for any reason, the supervisor may offer the trip to the unassigned driver with the greatest seniority.
  3. If all regular drivers refuse a special trip, substitute drivers may be used. If no drivers are available, it will be assigned to the least senior regular driver.
  4. When a special trip is cancelled and the driver is not notified prior to the beginning of the trip, the driver shall be compensated for one (1) hour except that after 6:00 PM or on a weekend, the driver will be compensated for two (2) hours.
  5. Unless a driver is already on duty, a driver assigned to a special trip shall be paid at a minimum of one (1) hour guaranteed work except that on Saturday he shall be paid at time and one-half for all hours worked.
  6. When a special trip is scheduled to begin after the starting time of a driver's regular run, he/she shall receive one-half (1/2) hour at his/her regular hourly rate. Thereafter time will be paid at the special trip rate.
  7. When drivers are required to buy fuel, oil, etc., on a special trip, the Employer will, at the request of the driver, furnish said driver with sufficient cash to cover the anticipated expense or make other arrangements satisfactory to the Employer and driver. Drivers are required to obtain sales slips for all purchases and to turn these in to the Employer promptly.



8. In addition to the foregoing, drivers will be reimbursed for any Employer-required expenditures that are incurred while working a special trip.
  9. A driver working on a special trip of three (3) or more hours and which extends before and after a meal time will be reimbursed an amount not to exceed \$6.00 upon presentation of a receipt. Generic receipts are not acceptable.
  10. Meals will be reimbursed under any one (1) of the following conditions:
    - a. When a special trip requires that the driver stay overnight.
    - b. When the trip itinerary includes a group meal.
    - c. It is understood that a driver working on a special trip is entitled to a meal and reimbursement when the trip starts before and extends through a meal time.
    - d. Standard meal times are 7 a.m., 12:00 noon, and 6 p.m.
  11. A driver assigned to a special trip or a vocational trip shall be eligible for waiting time pay except that the Employer reserves the right to determine whether a driver will wait or will return the bus to the District.
  12. The special trip rate shall be as established in Appendix A.
- E. Sports trips, day trips and Saturday trips shall be posted as three (3) separate listings. Said trips shall be assigned in accordance with Section D of this Article except that each listing shall be governed by its own seniority rotation list.
- F. Should a driver be deemed uninsurable as a result of traffic violations or other infractions under the District's fleet insurance policy, or should a driver's driving record be such that the Board will incur an increase in insurance premium for the driver, such driver shall be placed on an unpaid leave without benefits until such time as he/she is again insurable or insurable without an increased insurance premium.
- In the interim, such bargaining unit member shall, at his/her option be offered the first opportunity to substitute in the non-instructional assistants and custodial classifications.
- G. If a kindergarten run consists of a pick-up and a take-home of students, the driver will be paid the greater of:



1. The kindergarten run rate set forth in appendix a or
2. An amount determined by multiplying the time it takes for the run by the special trips rate in appendix a.

## ARTICLE XI

### SERVICES TO STUDENTS WITH A HANDICAP

- A. Before any bargaining unit member shall be directed to participate in an Individual Educational Planning Committee (IEPC) meeting, he/she shall be provided with specific in-service training regarding the IEPC processes and the roles and responsibilities of the member and other participants in the IEPC.
- B. On a case-by-case basis, the Board will determine what training and other support should be provided to bargaining unit members who provide transportation and other related services to students with a handicap. The Board shall also determine whether special transportation equipment, such as lifts, etc., should be installed on the bus and whether a transportation aide should be hired and assigned to the bus.
- C. When a bargaining unit member is assigned or has the responsibility for a student with a handicap whose Individualized Education Plan (IEP) requires special education programs or services, the bargaining unit member shall not be expected to perform emergency or routine scheduled maintenance on a medical appliance or apparatus used by the student to sustain his/her bodily functions nor render emergency or routine scheduled care or maintenance of exceptional bodily functions related to the student's impaired health insofar as such care or maintenance is necessary for the sustaining of the student's life, unless appropriate training is provided to the bargaining unit member.
  1. The general restriction in Section C shall not be interpreted as applying to such routine functions as diapering, toileting, cleansing, distribution of medication, feeding, etc.
  2. Laws requiring or allowing certain medically related procedures to be performed only under the supervision of a medical doctor or registered nurse will be satisfied.

3. Prior to the performance of any of the functions designated in Section C, the bargaining unit member shall be appropriately trained by a qualified medical doctor, registered nurse, or health professional in each of the functions he/she will be expected to perform. The medical doctor, registered nurse or health professional shall determine what written instructions should be provided to the bargaining unit member.
4. If a bargaining unit member is assigned to perform any of the functions designated in Section C, he/she will be trained and paid the appropriate hourly rate for training time. If the bargaining unit member is to be trained off site, appropriate and pre-approved expenses, including mileage, shall be reimbursed. The Board will be responsible for the actual cost of the training.

## ARTICLE XII

### BARGAINING UNIT MEMBER EVALUATION

- A. Evaluation is for the purposes of fostering the self-improvement of bargaining unit members and setting forth the procedure by which bargaining unit member effectiveness will be measured by the Employer. It is the intent of the Employer to take action where necessary to assure an acceptable level of performance as determined by the Employer.
- B. New employees hired into the bargaining unit shall serve a probationary period of sixty (60) working days.
  1. At the discretion of the Employer, the probationary period may be extended for an additional thirty (30) working days. Upon satisfactory completion of an extended probationary period, the bargaining unit member shall be compensated in accordance with the appropriate classification rate retroactive to the first working day of said extension.
  2. Should the probationary period be extended, the Employer shall provide written notice to the bargaining unit member together with the reasons therefore.
  3. All probationary bargaining unit members shall be evaluated at least once prior to the completion of the probationary period in accordance with the provisions of this Article.

- C. Upon the Board's approval of a final evaluation instrument and upon initial employment, the bargaining unit member shall be given a copy of the instrument with which he will be evaluated. The Association shall have the opportunity to submit its written recommendations with regard to the content of the evaluation instrument to the Employer through its President.
- D. Except as provided in section B.3 of this Article, bargaining unit members will be evaluated at least once in each two (2) year period.
- E. All evaluations shall be in writing with a copy provided to the bargaining unit member.
  - 1. A conference will be held within ten (10) work days after each evaluation to discuss the contents of the written evaluation.
  - 2. The bargaining unit member shall sign the evaluation. His signature shall not be interpreted to mean that he necessarily agrees with the content of the evaluation, but that he has reviewed it.
  - 3. A bargaining unit member may submit additional comments to be attached to the file copy of the written evaluation if he chooses.
  - 4. All written evaluations shall be placed in the bargaining unit member's personnel file.
- F. In the event a bargaining unit member is not continued in employment, the Employer will advise the bargaining unit member in writing.
- G. It shall be the Employer's responsibility to evaluate the work performance of members of the bargaining unit. It is agreed that no bargaining unit member shall be requested to observe and/or subsequently to evaluate the work performance of any other bargaining unit member.
- H. It is understood that the content of bargaining unit member evaluations is not subject to the grievance procedure.
- I. Whenever the Employer believes that a bargaining unit member is doing unacceptable work, the bargaining unit member will be directed as to how to meet the Employer's standards.
- J. Should the supervisor find a bargaining unit member's work performance lacking, the supervisor shall provide the bargaining unit member with a written plan for improvement in accordance with the following:
  - 1. The supervisor shall conduct a conference with the bargaining unit member.

2. The supervisor shall identify in specific terms, the work performance in need of improvement.
3. The supervisor shall state the specific actions that would correct or improve the work performance.
4. The supervisor shall state the specific assistance to be given by the administration.
5. The supervisor shall establish a reasonable/appropriate timeline for improvement.
6. The supervisor shall state the specific outcomes for failure to improve.

### ARTICLE XIII

#### VACANCIES, PROMOTIONS AND TRANSFERS

- A. A vacancy shall be defined as a newly created position or a present, unoccupied position which the Employer intends to fill.
- B. A vacancy shall be posted in each building for a minimum of five (5) working days before the position is permanently filled. Vacancies may be filled on a temporary basis, but for no more than thirty (30) working days except as mutually agreed otherwise between the Employer and the Association.
- C. Interested bargaining unit members may submit a written application for a vacancy to the Superintendent, or his designee, within the five (5) day posting period.
- D. Any bargaining unit member may apply for a posted vacancy. If the qualifications of the applicants are determined by the Employer to be substantially equal, the most senior internal applicant will be awarded the position. Should no qualified bargaining unit member in the classification apply consideration will be given to an applicant from a different classification. If a non-bargaining unit member is hired rather than an applicant from a different classification, upon request the reason(s) will be given.

1. Seniority shall be determined on a classification by classification basis and shall be defined as the length of continuous employment in a particular classification within the bargaining unit. the classifications are the eight (8) classifications identified in appendix a.
  2. Qualifications shall be defined as possessing the skills required to do the job as listed on the job posting and as outlined in the job description.
  3. If a vacancy is to be filled with a bargaining unit member on layoff status, the Employer shall not post the position.
  4. Within ten (10) working days after the expiration of the posting period, the Employer shall make known its decision as to which applicant has been selected to fill a posted position. Each applicant from within the bargaining unit shall be so notified.
- E. A bargaining unit member may occupy more than one (1) bargaining unit position provided that the hours of work and the position requirements do not conflict with one another. In no case will the hours total more than forty (40) hours per week.
1. The rate of pay for each position shall be in accordance with the appropriate rate as set forth in Appendix A of this Agreement.
  2. The bargaining unit member's entitlement to fringe benefits shall be governed by the provisions of Article XVIII of this Agreement.
- F. In the event of promotion, i.e., to a "head" position or, transfer from one classification to another, the bargaining unit member shall be provided a twenty-two (22) workday trial period in which to demonstrate his ability to perform on the new job. Said trial period shall not include paid leave workdays.
1. During the trial period, a substitute may be employed in the assignment that the bargaining unit member is vacating.
  2. The Employer shall give the promoted or transferred bargaining unit member reasonable assistance to enable him to perform to the Employer's standards.

3. If a bargaining unit member is unable to demonstrate ability to perform the work required, as determined by his/her supervisor and/or the Administration, during the trial period, the bargaining unit member shall be returned to his previous assignment.
  4. During the trial period, a bargaining unit member will receive the pay rate of the job he/she is performing.
- G. Responsibility for filling any vacancy rests with the Employer.
- H. When a position is eliminated and is later reinstated, the bargaining unit member whose position was eliminated shall be offered the job provided the bargaining unit member has expressed his interest in writing prior to or during the posting period, and provided further, that he remains qualified for said position.
- I. The Board reserves unto itself the right to transfer and assign bargaining unit members; however, the bargaining unit member transferred or reassigned shall be provided with a written statement of the reasons which necessitated the transfer or reassignment.
- J. The District agrees to minimize involuntary transfers and assignments. In situations where a bargaining unit member transfer or reassignment will work an undue hardship upon such bargaining unit member, the Employer agrees to give due consideration to the desires of the bargaining unit member.
- K. Compensation for subbing in another classification is covered by Article IX, Section F. Compensation for subbing in the same classification is covered by this section. If an employee's hours are increased because the employee is called to substitute for an employee who is absent, the employee will be paid at the sub rate. However, the employee will be continued at his/her regular rate if the employee is requested to do the work of an absent employee and agrees to do so.
- L. Supervisory positions shall be posted in accordance with the provisions of this Article.
1. Any qualified bargaining unit member may apply for such position by submitting a written application.
  2. The Employer will give all due consideration to qualified applicants from within the bargaining unit.
  3. Upon confirmation by the Board, each applicant who is a member of the bargaining unit shall receive written notice of the Employer's decision.



4. The failure to award a bargaining unit member a supervisory position shall not be subject to the grievance procedure.

## ARTICLE XIV

### SENIORITY, LAYOFF AND RECALL

- A. Seniority shall be determined on a classification by classification basis and shall be defined as the length of continuous employment in a classification within the bargaining unit. Seniority shall accrue from the first day of work within the particular classification. Should two (2) or more bargaining unit members share the same, first day of work, relative rankings on the seniority list shall be determined by the bargaining unit member whose last name occurs first, second, etc. alphabetically. Should a bargaining unit member's last name change during the course of employment, such change shall be noted on the seniority list, but shall not change his/her relative ranking on the seniority list.
  1. Only members of the bargaining unit shall accrue seniority within the unit. Temporary employees shall not establish a date of hire for purposes of accruing seniority in the bargaining unit.
  2. A bargaining unit member who changes from one classification to another shall have seniority determined as follows:
    - a. Seniority accrued within the vacated classification shall be retained by the bargaining unit member, but shall not continue to accrue.
    - b. Seniority in the new classification shall accrue as of the first day of work in the new classification.
    - c. Seniority which has accrued to the bargaining unit member as a result of his employment in any classification, may be used to claim a position, pursuant to Section C. 4. e. of this Article, within any of said classification(s).
  3. A probationary bargaining unit member shall have no seniority until the completion of the probationary period at which time seniority shall revert to his first day of work.
  4. A bargaining unit member who has been laid off, whether in full or in part, shall accrue seniority as if he were employed full time.

5. Unpaid leaves of absence shall not constitute an interruption in continuous employment; however, seniority shall not continue to accrue, but shall be frozen until the unit member returns to a position within the bargaining unit.
  6. Days worked in a non-bargaining unit position shall not be used for seniority purposes or for establishing a date of hire within the bargaining unit.
  7. Should a bargaining unit member transfer to a non-bargaining unit position with the DeWitt Public Schools, seniority shall not continue to accrue; however, the unit member shall have his seniority frozen until such time as he may return to the bargaining unit.
  8. Seniority shall be lost should the employee resign, retire or be discharged.
- B. The Employer shall prepare and maintain the seniority list, a copy of which shall be provided to each bargaining unit member by October 15 each year. Should a bargaining unit member disagree with the seniority list, he/she shall have twenty (20) work days to challenge the seniority list through the Grievance Procedure.
- C. It is hereby specifically recognized that it is within the sole discretion of the Board to reduce its staff. The procedures set forth in this Article shall be used in laying off personnel.
1. Layoff shall be defined as a reduction in the work force, but shall not include the normal and temporary reduction of ten (10) month employees during the summer months.
  2. Before the Employer takes official action to reduce or lay off staff, it will notify the Association.
  3. Bargaining unit members to be laid off shall be provided with written notice at least ten (10) days prior to the effective date of said layoff.
  4. If it becomes necessary for a layoff, the following procedures shall apply:
    - a. All temporary employees within the classification being reduced shall be laid off first unless there are no qualified probationary or non-probationary bargaining unit members to perform the work.
    - b. Should further reduction be necessary, probationary bargaining unit members within the classification being reduced shall be laid off unless there is no qualified non-probationary bargaining unit member to perform the work.

- c. If the reduction of personnel is still necessary, then regular bargaining unit members in the specific positions being reduced or eliminated, shall be laid off on the basis of seniority; provided another bargaining unit member in the same classification is qualified and available to perform the work. Thereafter, layoffs pursuant to this section shall be in inverse order of seniority, i.e., those with the least seniority in the classification being reduced will be laid off first.
  - d. Bargaining unit members whose positions have been eliminated shall be notified of such elimination.
  - e. Bargaining unit members whose positions have been eliminated or who have been affected by a layoff shall have the right to displace the least senior bargaining unit member in an equivalent position for which they are qualified in the same classification or another classification in which the bargaining unit member has seniority.
  - f. Laid off bargaining unit members who are qualified for a vacancy in a classification in which they have seniority or a newly created position in a classification in which they have seniority shall be offered such positions before new employees are hired.
  - g. For purposes of this Agreement, qualifications shall be defined as possessing the skills and requirements as listed on the job description and the job posting.
- D. Recall from layoff status shall be made on the basis of seniority within the classification being filled (i.e., the more senior bargaining unit member will be recalled first), except where the senior bargaining unit member lacks the necessary qualifications to perform the duties of the vacant position.
- 1. Notice of recall shall be sent by certified restricted delivery mail addressed to the bargaining unit member's last known address as shown on the Employer's records. The recall notice shall state the time and date on which the bargaining unit member is to report for work.
  - 2. It shall be the bargaining unit member's responsibility to keep the Employer notified as to his/her current mailing address.

3. A recalled bargaining unit member shall have seven (7) calendar days from receipt of notice of recall to make himself/herself available for work unless an extension is granted by the Employer. If after the customary fifteen (15) calendar day U.S. Postal Service waiting period, the notice of recall is returned by the U.S. Postal Service as undeliverable, then the bargaining unit member shall forfeit his/her seniority and employment rights and shall be conclusively deemed to have voluntarily quit.
4. The Employer may fill the position on a temporary basis until the recalled bargaining unit member can report for work provided the unit member reports within the above five (5) day period.
5. Bargaining unit members who are offered a position equivalent to that occupied at the time of notice of layoff are obligated to accept such work. A bargaining unit member who declines recall to equivalent work for which he is qualified shall forfeit his seniority and employment rights under this Agreement.
6. The recall list shall be maintained by the Employer for a period not to exceed two (2) years from the effective date of the layoff. Thereafter, a bargaining unit member shall lose his right to recall.

## ARTICLE XV

### LEAVES OF ABSENCE

- A. At the beginning of each contract year, each bargaining unit member shall be credited with ten (10) or twelve (12) days of sick leave whichever is applicable, the unused portion of which shall accumulate from year to year without limit. The leave available under subsections a-2 and a-8 are part of the ten (10) or twelve (12) days of sick leave.
  1. A bargaining unit member may use all or any portion of his sick leave to recover from his own illness or injury including child birth. The Employer reserves the right to request a doctor's written verification of illness or injury from the bargaining unit member's physician.
  2. A bargaining unit member shall be granted up to three (3) days of leave in a contract year for illness or injury of a member of the immediate family. Immediate family shall be defined as parents, sister, brothers, children, spouse, parents, parents-in-law, grandparents, and grandparents-in-law. Significant others as determined by the Superintendent, may be considered immediate family as well.

3. A bargaining unit member whose illness or injury is compensable under the Worker Compensation Act shall be entitled to use his accumulated sick leave on a pro-rata basis to make up the difference between Worker Compensation benefits and his regular daily rate of pay; provided, however, that this differential is not determined by a court or administrative agency of competent jurisdiction to be a required offset under Section 354 of the Worker Compensation statute.
4. Sick leave which was earned prior to an unpaid leave of absence shall be held in reserve pending the bargaining unit member's return.
5. A bargaining unit member who is absent due to an injury incurred during the course of his/her employment and such injury is compensable under the Worker Disability Compensation Act of 1969, as amended shall be considered to be on paid leave; however, such leave shall not be charged against the bargaining unit member's sick leave.
6. The employer will take reasonable steps to accommodate an injured bargaining unit member who is returned to work under a medical restriction. This shall not be construed as requiring the employer to make accommodations that would present undue burdens or hardships upon the employer.
  - a. The bargaining unit member shall notify his immediate supervisor of any such injury immediately, if able. If the bargaining unit member is unable to notify the immediate supervisor at the time of the injury, the immediate supervisor or other representative of the Employer shall be notified as soon thereafter as possible.
  - b. A bargaining unit member who qualifies for Worker Compensation shall, on the eighth (8th) calendar day of disability, be entitled to use his accumulated sick leave on a pro-rata basis to make up the difference between Worker Compensation and his daily rate of pay.
  - c. Notwithstanding the provisions of Section A. 3 and A. 6, a bargaining unit member who qualifies for Worker Compensation shall be entitled to receive not more than his regular daily rate of pay.
  - d. The Employer's obligations as provided herein shall expire with the exhaustion of the bargaining unit member's accumulated sick leave or, upon medical certification that the bargaining unit member can return to work without restrictions whichever shall occur first.

7. If a bargaining unit member uses none of his/her annual sick leave allowance as provided in Section A above, during his/her regular work year, the bargaining unit member shall be paid a bonus of one (1) additional day's pay at his/her regular rate of pay. Payment will be made no later than June 30 of that work year. Use of Business Leave will not be considered in determining eligibility for this bonus.
8. At the beginning of each contract year, the bargaining unit member who works twenty (20) or more hours during the work week shall be credited with two (2) days of leave to be used for personal business. Bargaining unit members who are hired during the year shall receive a prorated portion of business leave.
  - a. Business leave is to be used only for purposes which require the bargaining unit member's absence to attend to matters which cannot be conducted except during his normal working hours. Business leave shall not be used for social and/or recreational purposes. By way of illustration and not limitation, hunting, house-cleaning, honeymooning, house-hunting, social functions, vacation extensions, union or Association activities, interviews for new employment, are examples of the types of activities for which the business leave shall not be applicable or granted.
  - b. Business leave may not be used immediately prior to or immediately after any holiday, vacation period or the first or last day of the school year. The Superintendent, or his agent, may, at his discretion, make exceptions to the above should an emergency arise.
  - c. A written application stating the reasons for business leave must be made by the applying bargaining unit member.
  - d. A bargaining unit member planning to use personal business day(s) shall notify his immediate supervisor at least one (1) day in advance except in case of emergency as determined by the Superintendent.
  - e. The Personal Business Form is attached hereto as Appendix C.
- B. Bargaining unit members shall be granted up to three (3) days of leave in a contract year for a death in the immediate family.
  1. Immediate family shall be defined as the bargaining unit member's children, spouse, siblings, parents and parents-in-law, grandparents and grandparents-in-law. Significant others as determined by the Superintendent may be considered immediate family as well.



2. Upon the bargaining unit member's request, the Superintendent may, at his/her discretion, extend the leave period. The initial three (3) days in a contract year for death in the immediate family will not be subtracted from the annual sick leave allowance as provided in Section A.
  3. In the event of more than one (1) death in the immediate family in any contract year, the employee shall be allowed to use three (3) additional days to be deducted from the employee's accumulated sick leave.
  4. Unused days for death in the immediate family in this section shall not accumulate from year to year.
- C. A bargaining unit member who serves on jury duty will be paid the difference between his regular pay and the juror fee provided proof of service is submitted. Such service shall not be charged against sick leave or vacation time.
- D. Leaves of absence without pay or benefits not to exceed one (1) year may be granted upon written request to the Superintendent and with the approval of the Employer.
- E. Eligibility for a leave of absence requires a minimum of one (1) year of continuous employment with the Board as a permanent employee except in cases of health, child birth, or military leaves. One (1) school year will meet the one (1) year requirement for those bargaining unit members scheduled to work the school year only.
- F. Reasons for leaves of absence are as follows:
1. Upon written request to the Superintendent, a bargaining unit member shall be granted a leave of absence for the purpose of child birth.
    - a. A request for leave shall be submitted at least thirty (30) calendar days prior to the anticipated leave date.
    - b. Upon request from the bargaining unit member, the leave period will be extended provided that the entire leave period shall not exceed one (1) year.
  2. Upon the recommendation of a physician, an unpaid health leave for up to one (1) year may be granted for prolonged illness in the immediate family (spouse or children or bargaining unit member).
  3. Leaves for other purposes may be granted at the discretion of the Board upon written request. Unpaid leaves of absence of up to two (2) weeks may be approved by the Superintendent when authorized by the Board of Education.

4. Members of the Association elected to Local Association positions or selected by the Association to do work which takes them from their employment with the Employer may, at the written request of the Association, receive temporary leaves of absence without pay for periods not to exceed one (1) year or the term of office, whichever may be shorter. An extension of such leave, not to exceed one (1) year, may be approved by the Superintendent.
5. Bargaining unit members who are members of some branch of the Armed Forces, Reserve, or the National Guard will be allowed time off without pay when they are on full-time active duty in the Reserve or National Guard, provided proof of service is submitted. A maximum of two (2) weeks per year shall be allowed.

#### G. General Leave Provisions

1. Except as provided in Section A of this Article, paid leave days shall not accumulate from year to year.
2. Bargaining unit members using paid leave for illness or injury purposes shall use the following procedure:
  - a. Custodians, secretaries, and assistants shall notify the building administrator or other administrator designated by the Employer.
  - b. Bus drivers shall notify the Director of Transportation or other administrator designated by the Employer.
  - c. Cafeteria employees shall notify the cafeteria supervisor or other administrator designated by the Employer.
  - d. Bargaining unit members shall give reasonable and timely notice of unavailability as prescribed by the above supervisors.
3. A bargaining unit member may transfer up to five (5) vacation days or one (1) personal business day each year for use as sick leave by another bargaining unit member who has exhausted all of his/her accumulated sick leave and has not returned to work.
  - a. A day shall be defined as the bargaining unit member's regularly assigned hours of work.

- b. Transfers of time shall be made on an hour for hour basis. (For example: If a bargaining unit member's regular day is four (4) hours, then four (4) hours would be applied as sick leave to another bargaining unit member whose regular day is more than four [4] hours.)
    - c. Authorization to transfer vacation and/or personal business leave shall be in writing as provided in Appendix D.
  4. A bargaining unit member who has used all of his accumulated sick leave and/or personal business days and who terminates his employment before the end of said year, shall reimburse the Employer for any days used which are in excess of those earned. The employer shall have the right to obtain this reimbursement through payroll deduction.
  5. Bargaining unit members on leave for health reasons must either return, resign, or request a special extension for a maximum of one (1) additional year. When a bargaining unit member's health permits his/her return, he/she shall notify the Superintendent in writing and submit a statement from a physician of his fitness for work. In the event there is a question as to the bargaining unit member's fitness to return to work, the Board has the right to request an examination at Board expense.
  6. Requests for an unpaid leave of absence shall include the reason for the leave together with an identification of the beginning and ending dates of said leave.
  7. A bargaining unit member returning from a leave of absence of sixty (60) calendar days and less shall be required to notify the Board in writing, of his/her intent to return at least five (5) working days prior to the date of his/her return.
  8. Bargaining unit members wishing to return from a leave of absence of more than sixty (60) calendar days shall be required to notify the Board in writing at least twenty (20) working days prior to the date of his/her return. A bargaining unit member who is requesting an extension of his/her leave or who is submitting his/her resignation must do so, in writing, at least twenty (20) working days prior to his/her date of return. The bargaining unit member will be considered as terminating his/her employment with the District if the above procedure is not followed.

9. A bargaining unit member returning from an approved, unpaid leave of absence, except as noted in section 10 below, shall be reinstated to his former position if it is available. If it is not available, the bargaining unit member shall be reinstated to the first available position that is comparable to the one vacated by the bargaining unit member.
10. Upon return from an unpaid leave of absence for maternity or health reasons, the bargaining unit member shall be reinstated to his/her former position or to a comparable position for which s/he is qualified.
11. Seniority which was earned prior to an unpaid leave of absence shall be held in reserve, but shall not continue to accrue, pending the return of the bargaining unit member.

## ARTICLE XVI

### HOLIDAYS AND VACATION TIME

- A. Good Friday and New Year's Eve shall be a paid holiday for all bargaining unit members.
- B. The following days shall be paid holidays for all bargaining unit members who are regularly scheduled to work twenty (20) or more hours during the work week: Labor Day, Thanksgiving Day and the Friday following, and Memorial Day.
  1. Bargaining unit members who work eight (8) hours a day for a full school year shall receive Christmas Day and New Years Day as paid holidays in addition to those listed above.
  2. Bargaining unit members who work twelve (12) months shall receive July 4 and Christmas Eve Day as paid holidays in addition to those listed in Sections A, B and B. 1 above.
  3. When a holiday occurs on Sunday, it will be observed on the following Monday. When the holiday occurs on Saturday, it will be observed on the preceding Friday.
  4. In order to receive holiday pay, bargaining unit members will work the work day preceding and the work day following the holiday provided they are normally scheduled for work on said days except as provided in Section 5 below.

5. A bargaining unit member who is on a paid leave of absence or on vacation prior to or immediately following a holiday, shall be an exception to Section 4 above.
  6. When a holiday is observed while a bargaining unit member is on a paid leave or on vacation, the day shall be charged as a holiday and the bargaining unit member shall suffer no loss of leave time or vacation time.
  7. When a holiday is observed while a bargaining unit member is on vacation, the vacation period may, at the bargaining unit member's option, be extended by one (1) day.
  8. All holiday hours worked or not worked for which a bargaining unit member is compensated shall be regarded as hours worked for purposes of computing overtime.
- C. Vacation time for twelve (12) month bargaining unit members shall be computed from each bargaining unit member's last date of hire and shall be credited on his anniversary date.

When a bargaining unit member qualifies for additional vacation time as listed below, he shall be credited with a prorated portion of the new amount of earned vacation. Said vacation time shall be available for the bargaining unit member's use as of his anniversary date and through the end of the fiscal year. On July 1 immediately following his anniversary date, the bargaining unit member shall be credited with the full amount of new vacation time earned.

1. After one (1) year and through five (5) years of employment with the District, the twelve (12) month bargaining unit member shall be credited with ten (10) days of paid vacation.
2. Beginning with the sixth (6) year and through fifteen (15) years of employment with the District, the twelve (12) month bargaining unit member shall be credited with fifteen (15) days of paid vacation.
3. Beginning with the sixteenth (16) year and through twenty (20) years of employment with the District, the twelve (12) month bargaining unit member shall be credited with eighteen (18) days of paid vacation.
4. Beginning with the twenty-first (21) year and through twenty-five (25) years of employment with the District, the twelve (12) month bargaining unit member shall be credited with twenty (20) days of paid vacation.

5. Beginning with the twenty-sixth (26) year and every year thereafter, the twelve (12) month bargaining unit member shall be credited with one (1) additional day of vacation each year for each additional year of service up to a maximum of twenty-five (25) days.
- D. All requests for vacation shall be submitted to the immediate supervisor at least two (2) weeks in advance of the intended use of vacation time. Should more than one (1) bargaining unit member request the same vacation dates at a time when the schedule of work prohibits all of the requesting unit members from being absent at the requested times, the written request with the earliest date shall be granted provided that such does not adversely affect the operation of the District.
  - E. Vacation requests shall be for consecutive days except as otherwise approved by the immediate supervisor. Vacations may be taken in one (1) or more weeks provided that such does not adversely affect the operation of the District.
  - F. A bargaining unit member shall receive his regular rate of pay and credit for all fringe benefits provided under this Agreement during any vacation period.
  - G. Should a bargaining unit member be laid off or retired, he/she shall receive credit for any unused vacation time through his/her last day of work.
  - H. If a regular payday falls during a bargaining unit member's scheduled vacation, he/she may receive his/her paycheck in advance provided he/she requests the same at least five (5) working days prior to the first day of his/her vacation.
  - I. Vacation days may not be used in advance of earning same.

## ARTICLE XVII

### COMPENSATION

- A. The salaries of bargaining unit members shall be as set forth in Appendix A which is attached to and incorporated into this Agreement.
  1. The rate of pay for the position of Garage Helper will be that of second shift custodial work.
  2. Custodians working the second shift will be paid at \$.15 an hour above the rate for first shift custodial work.



3. Custodians working the third shift will be paid at \$.30 an hour above the rate for first shift custodial work.
  4. Bargaining unit members required to perform specific tasks for students with a handicap as outlined in Article XI (other than routine functions as outlined in section C. 1 of that Article) will be paid two percent (2%) above the bargaining unit member's regular rate of pay.
  5. Food service personnel employed for a special function which is conducted after regular work hours will be paid a \$.15 per hour shift premium.
- B. The probationary rate of pay for employees hired after ratification of this Agreement by both parties shall be in accordance with the following:
1. During the probationary period, the rate of pay shall be ninety percent (90%) of the regular hourly rate set forth at Appendix A.
  2. During the following six (6) months, the rate of pay shall be ninety-five percent (95%) of the regular hourly rate set forth at Appendix A.
  3. Subsequently, the rate of pay shall be equal to the regular hourly rate of pay set forth at Appendix A.
- C. The Employer shall continue to pay the retirement contribution it is obligated to pay by the Michigan Public School Employees Retirement Act.
- D. Bargaining unit members who are required in the course of their work to drive their personal automobiles shall be reimbursed for mileage at the rate allowed by the IRS.
- E. The Board will allow secretaries in classifications 01 and 02 to exercise the following options for the payment of wages:
1. Twenty-one (21) equal pays distributed every other Friday during the school year;
  2. Twenty-six (26) equal pays with the last six payments in a lump sum at the end of the school year;
  3. Twenty-six (26) equal pays distributed every other Friday throughout the year.

## ARTICLE XVIII

### INSURANCE

- A. The Board shall provide without cost to the twelve (12) month bargaining unit member who works eight (8) hours a day, the bargaining unit member's designation of one (1) of the following insurance plans:

1. Plan A

MESSA Super Care 1  
\$15,000 Life Insurance with AD & D  
Dental Plan at 50% coverage for full family  
Short/Long Term Disability Insurance as specified in Section D of this Article

2. Plan B

\$20,000 Life Insurance with AD & D  
Dental Plan as specified in Plan A  
Short/Long Term Disability Insurance as specified in Section D of this Article

\$95.00 a month in 1994-95; \$100.00 a month in 1995-96 and \$105.00 a month in 1996-97 to be applied to the cost of Vision Care, VSP-2. Any remaining balance may be applied toward the cost of an annuity and/or any MESSA non-taxable variable options.

Should the bargaining unit member be covered by vision insurance through a spouse, he/she may waive his/her right to the same in which case the monthly amount shall be applied as set forth above.

- B. The Board shall provide the ten (10) month bargaining unit member who works eight (8) hours a day, the bargaining unit member's designation of one (1) of the following insurance programs. Health insurance premiums will be paid by the Board at the rate of ninety-five (95) percent. All other programs will be fully paid by the Board.

1. Plan A

MESSA Super Care 1  
\$15,000 Life Insurance with AD & D  
Dental Plan at 50% coverage for full family  
Short/Long Term Disability Insurance as specified in Section D of this Article

2. Plan B

\$20,000 Life Insurance with AD & D

Dental Plan as specified in Plan A

Short/Long Term Disability Insurance as specified in Section D of this Article

\$95.00 a month in 1994-95; \$100.00 a month in 1995-96 and \$105.00 a month in 1996-97 to be applied to the cost of Vision Care, VSP-2. Any remaining balance may be applied toward the cost of an annuity and/or any MESSA non-taxable variable options.

Should the bargaining unit member be covered by vision insurance through a spouse, he/she may waive his/her right to the same in which case the monthly amount shall be applied as set forth above.

- C. The Board shall provide all bus drivers employed as of July 1, 1991 and all other bargaining unit members employed prior to July 1, 1994 working at least five and one-half (5 1/2) hours but less than eight (8) hours (See Letter Of Agreement) a day, the bargaining unit member's designation of one (1) of the following insurance programs. Health insurance premiums will be paid at the rate of ninety percent (90%). All other programs will be fully paid by the Board.

Effective July 1, 1994 and after, the Board shall provide all bargaining unit members working at least seven (7) hours but less than eight (8) hours a day the bargaining unit member's designation of one of the following insurance programs. Health insurance premiums will be paid at the rate of ninety percent (90%). All other programs will be fully paid by the board.

1. Plan A

MESSA Super Care 1

\$10,000 Life Insurance with AD & D

Dental Plan at 50% coverage for full family

Short/Long Term Disability Insurance as specified in Section D of this Article

2. Plan B

\$15,000 Life Insurance with AD & D

Dental Plan as specified in Plan A

Short/Long Term Disability Insurance as specified in Section D of this Article

\$95.00 a month in 1994-95; \$100.00 a month in 1995-96 and \$105.00 a month in 1996-97 to be applied to the cost of Vision Care, VSP-2. Any remaining balance may be applied toward the cost of an annuity and/or any non-taxable MESSA variable options.

Should the bargaining unit member be covered by vision insurance through a spouse, he/she may waive his/her right to the same in which case the monthly amount shall be applied as set forth above.

- D. The Employer agrees to provide for those bargaining unit members eligible for short/long term disability, a long term disability plan on the basis of 66 2/3% of regular weekly wages. Benefits will begin on the 60TH calendar day of disability, and will continue according to the rules and conditions of the carrier chosen by the Employer. The full premium will be paid by the Employer.
- E. The Board shall provide all bargaining unit members employed prior to July 1, 1994 who work four (4) hours, but less than seven (7) hours a day with \$55.00 a month in 1994-95 \$60.00 a month in 1995-96 and \$65.00 a month in 1996-97 to be applied toward an annuity and/or any non-taxable MESSA variable options, provided that the bargaining unit member is not eligible to receive a benefit from Section C of this Article.

The Board shall provide all bargaining unit members employed after July 1, 1994, who work four (4) hours a day but less than seven (7) hours a day with \$55.00 a month in 1994-95; \$60.00 a month in 1995-96 and \$65.00 a month in 1996-97 to be applied toward an annuity and/or any non-taxable messa variable options.

- F. Effective July 1, 1994 the Board will pay the increase in the health insurance premium up to a maximum of fifteen percent (15%) over the July 1, 1993 premium. Any increase beyond the fifteen percent (15%) shall be borne by the bargaining unit member.
- G. Effective July 1, 1995, the Board will pay the increase in the health insurance premium up to a maximum of fifteen percent (15%) over the July 1, 1994 premium. Any increase beyond the fifteen percent (15%) shall be borne by the bargaining unit member.
- H. A bargaining unit member who is on an unpaid leave of absence and/or layoff status may continue his/her fringe benefit coverage through the Employer by paying the monthly group premiums in advance.
  - 1. The following events shall entitle the bargaining unit member to continue his fringe benefits:

- a. Termination of one's employment whether voluntarily or involuntarily except when such termination is for gross misconduct.
  - b. Reduction of one's hours whether voluntarily or involuntarily.
  - c. Divorce or separation of spouses and their dependents.
  - d. Spouses of medicare, eligible employees and their dependents.
  - e. Surviving spouses of eligible employees and their dependents.
  - f. Dependent children who cease to be covered as dependents under the plan.
2. Benefits can be continued for eighteen (18) months in the event of termination or a reduction in hours.
  3. Benefits can be continued for thirty-six (36) months in the event of the employee's death, legal separation or divorce, when the employee qualifies for medicare and/or when a dependent no longer qualifies for coverage under the plan.
- I. Pursuant to the provisions of Section H, a bargaining unit member who has qualified for long term disability benefits shall be entitled to continue his health insurance coverage through the Employer by paying the monthly group premiums in advance.
  - J. To be eligible for the above coverage (or increase in coverage), bargaining unit members must be able to perform a one day at work requirement before benefits are effective. Further, to be eligible for the above coverage, the minimum work hour requirement must be served in a single employment classification. Hours worked in more than one employment classification cannot be added or combined in order to meet the minimum work hour requirement to be eligible for insurance benefits. However, any employee who in the 1994-95 school year is eligible to receive benefits under this Article because he/she has been allowed to count hours in more than one classification, shall be "grandfathered" and allowed to continue to do so during the life of this Contract.
  - K. New employees shall be eligible for Board-paid insurance premiums upon acceptance of a written application form and being enrolled for coverage by the insurance carrier(s) on the first day of the month following the month they commenced work provided they qualify for said coverage as set forth herein.

- L. Should a husband and wife both be employed in a bargaining unit position and both qualify for insurance benefits as set forth herein, one will be eligible to select Plan A and the other will be eligible to select Plan B.
- M. Changes in family status shall be reported by the bargaining unit member to the personnel office within thirty (30) days of such change. The bargaining unit member shall be responsible and subject to payroll deduction for any overpayment of premiums made by the Board on his/her behalf for failure to comply with the provisions of this paragraph.
- N. The Board agrees to provide the above-mentioned benefit programs within the underwriting rules and regulations as set forth by the carrier(s).
- O. The Board shall name the carrier for the insurance benefits provided in this Article. Reference to Messa Super Care I health insurance shall not preclude the Board from engaging in competitive bidding of health insurance and substituting a different health insurance policy or program so long as it is substantially or approximately equivalent.
- P. Bargaining unit members who have Board-provided term life insurance, as provided through the insurance plan, have a thirty-one (31) day conversion right upon termination of employment. Any bargaining unit member electing his/her right of conversion in order to keep his/her term life insurance in force must contact the insurance carrier within thirty-one (31) days of the last day of work. This provision is subject to approval by the insurance carrier.

## ARTICLE XIX

### RETIREMENT AND TERMINATION

- A. A bargaining unit member intending to resign shall provide the Employer with written notice at least two (2) weeks prior to the effective date of said resignation except as mutually agreed otherwise. Should the bargaining unit member be re-employed, he/she shall be considered a new employee.
- B. Upon termination of employment, the bargaining unit member shall be paid for all vacation days that have accrued to him/her as of the date of said termination, provided that the member has complied with the provisions of A. above.
- C. In the event of a bargaining unit member's death, any benefits that have accrued to him shall be paid to his designated beneficiary.



- D. Upon qualifying for retirement under the Michigan Public School Employees Retirement Act, a bargaining unit member shall receive \$50.00 for each year of service provided he/she has been in a bargaining unit position for ten (10) or more years.

## ARTICLE XX

### MISCELLANEOUS PROVISIONS

- A. Medical examinations which are required by the Employer shall be at the Employer's expense. The Employer reserves the right to refer the bargaining unit member to the Employer's physician for an initial diagnosis. When further evaluation or treatment is required, the Employer shall provide a list of three (3) doctors' names (when available) from which the bargaining unit member may select a doctor, provided appointment arrangements can be made expeditiously.
- B. Arrangements shall be made by the Board for tuberculin skin tests to be conducted by the County Health Department on the Employer's premises and at the Employer's expense. If the test cannot be performed by the County Health Department as outlined above, it shall become the responsibility of the bargaining unit member. In any case, it shall be the bargaining unit member's responsibility to supply evidence of such test to the Superintendent as required by law. Necessary chest x-rays shall be paid by the bargaining unit member.
- C. If any provision of this Agreement or any application of this Agreement to any bargaining unit member or group of bargaining unit members shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- D. This Agreement shall supersede any rules, regulations, or policies of the Board which shall be contrary to or inconsistent with its specific and express terms.
- E. Copies of this Agreement shall be printed at equal expense of the Employer and the Association and presented to all bargaining unit members now employed and hereafter employed by the Board.
- F. There shall be four (4) signed copies of this Agreement, two (2) of which shall be retained by the Association and two (2) of which shall be retained by the Employer.

- G. Bargaining unit members not bonded by the District shall not be required to handle sums of money in excess of fifty (\$50) dollars.
- H. It is mutually understood that the investigation and/or processing of a grievance shall be on the bargaining unit member's own time and shall not conflict with the bargaining unit member's normal work hours or otherwise interrupt school operations. If a conference is called by the administration to discuss a grievance, the bargaining unit member shall not suffer loss in pay provided such conference takes place during normal work hours.
- I. Special conferences for important matters may be arranged at the mutual agreement and convenience of both parties. Arrangements for such special conferences shall be made in advance.
- J. A bargaining unit member may attend approved conferences and professional development training sessions during normal working hours in accordance with the following:
  - 1. The bargaining unit member shall submit a written request to the Superintendent at least two (2) weeks in advance of the date of such training session.
  - 2. The bargaining unit member's request as well as the reimbursable expenses are subject to the Superintendent's approval prior to session attendance.
  - 3. The Superintendent will notify the bargaining unit member of his/her decision within ten (10) work days of receiving the bargaining unit member's request.
- K. Pursuant to the Michigan Handicapper Civil Rights Act, as amended June, 1990, bargaining unit members shall notify the Employer in writing within 182 days of an identification of a handicap if special job accommodations will be required in order to accommodate said handicap.

ARTICLE XXI

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1994, and shall continue in full force and effect for three (3) years through June 30, 1997.

This Agreement may be extended by written agreement between the parties but shall not be extended orally.

IN WITNESS WHEREOF, the parties hereto have cause this instrument to be executed this October 12, 1994

FOR THE EMPLOYER

FOR THE ASSOCIATION

John B. Stone  
Board President

Douglas A. Tuttle  
DeWitt ESP President

Edwin D. Reed  
Board Secretary

Julian M. Sabaney

W. J. [Signature]  
Board Treasurer

\_\_\_\_\_

**APPENDIX A:**

**Wage Schedule**

	<u>1994-95</u>	<u>1995-96</u>	<u>1996-97</u>
<b><u>Class I: Secretaries</u></b>			
01 - HS Principal's Secretary	\$12.88	\$13.21	\$13.57
HS Assistant Principal's Secretary			
MS Secretary			
Elementary School Secretary			
Comm. Ed./Elementary School Secretary			
02 - HS Guidance Office Secretary	\$ 9.05	\$ 9.28	\$ 9.54
MS Bookkeeper			
Adult Education Secretary			
All other secretaries			
<b><u>Class II: Assistants/Clerks</u></b>			
03 - Lead Library Clerks	\$ 7.96	\$ 8.13	\$ 8.32
04 - Instructional Assistants	\$ 7.77	\$ 7.95	\$ 8.12
Library Clerks			
Assistants/Clerks			
Receptionist			
<b><u>Class III: Non-Instructional Assistants</u></b>			
05 - Lunchroom Assistants	\$ 7.53	\$ 7.69	\$ 7.87
Playground Assistants			
<b><u>Class IV: Custodial</u></b>			
06 - First Shift Lead Custodian at HS	\$14.48	\$14.80	\$15.14
07 - All Other First Shift Lead Cust.	\$13.85	\$14.17	\$14.49
08 - All Other First Shift Custodial Work	\$13.38	\$13.69	\$13.99
<b><u>Class V: Maintenance/Grounds</u></b>			
09 - Maintenance Technician	\$14.48	\$14.80	\$15.14

Class VI: District Mechanic

10 - Mechanic	\$14.48	\$14.80	\$15.14
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Class VII: Cafeteria Personnel

11 - Employees w/primary Duties.	\$ 8.38	\$ 8.57	\$ 8.77
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12 - Employees w/primary Duties.	\$ 7.62	\$ 7.79	\$ 7.96
----------------------------------	---------	---------	---------

13 - Lead Food Service Clerk	\$ 9.05	\$ 9.28	\$ 9.54
------------------------------	---------	---------	---------

Class VIII: Transportation Employees

14 - Bus Drivers:

Single & Double Runs	\$13.46	\$13.76	\$14.07
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Kindergarten Runs	\$16.27	\$16.63	\$17.01
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Special Trips (Per Hr.)	\$13.85	\$14.17	\$14.49
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Waiting Time (Per Hr.)	\$ 7.57	\$ 7.74	\$ 7.91
------------------------	---------	---------	---------

Voc. Ed. & Spec. Ed. Runs	\$13.46	\$13.76	\$14.07
---------------------------	---------	---------	---------

15 - Dispatcher/Clerk	\$ 8.95	\$ 9.15	\$ 9.35
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Special Projects And Seasonal Emp.	\$ 7.30	\$ 7.46	\$ 7.63
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APPENDIX A-1  
CLASSIFICATIONS

Class I: Secretaries

- 01 - High School Principal's Secretary  
High School Assistant Principal's Secretary  
Middle School Secretary  
Elementary School Secretary  
Community Education/Elementary School Secretary
- 02 - High School Guidance Office Secretary  
Middle School Bookkeeper  
Adult Education Secretary  
All other secretaries

Class II: Assistants/Clerks

- 03 - Lead Library Clerks
- 04 - Instructional Assistants  
Library Clerks  
Assistants/Clerks  
Receptionists

Class III: Non-Instructional / Assistants

- 05 - Lunchroom Assistants  
Playground Assistants

Class IV: Custodial

- 06 - First Shift Lead Custodian at the High School
- 07 - All Other First Shift Lead Custodians
- 08 - All Other First Shift Custodial Work

Class V: Maintenance/Grounds

- 09 - Maintenance Technician



Class VI: District Mechanic

10 - Mechanic

Class VII: Cafeteria Personnel

11 - Employees w/primary duties.

12 - Employees w/primary duties.

13 - Lead Food Service Clerk

Class VIII: Transportation Employees

14 - Bus Drivers:

Single & Double Runs

Kindergarten Runs

Special Trips (Per Hr.)

Waiting Time (Per Hr.)

Voc. Ed. & Spec. Ed. Runs

15 - Dispatcher/Clerk

**APPENDIX B**

**GRIEVANCE REPORT FORM**

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Grievance # \_\_\_\_\_

Distribution of Form

1. Superintendent
2. Principal/Supervisor
3. Association
4. Grievant(s)

Submit to Principal/Supervisor in Duplicate

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Building	Assignment	Name of Grievant	Date Filed
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**STEP I**

A. Date Cause of Grievance Occurred \_\_\_\_\_

B. 1. Articles Violated \_\_\_\_\_

2. Statement of Grievance \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Relief Sought \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

C. Disposition of Principal/Supervisor \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If additional space is needed in reporting Section B-2 & 3 of Step I, attach an additional sheet.

D. Disposition of Grievant and/or Association \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STEP II**

A. Date Received by Superintendent or Designee \_\_\_\_\_

B. Disposition of Superintendent or Designee \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

C. Position of Grievant and/or Association \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STEP III**

A. Date Submitted to Arbitration \_\_\_\_\_

B. Disposition and Award of Arbitrator \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPENDIX C

**PERSONAL BUSINESS FORM**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

This is to notify the Employer that I plan to be absent from work for personal business reasons on the following date(s):

\_\_\_\_\_

Reason: \_\_\_\_\_

I hereby certify that the business for which leave is taken cannot be conducted at any time other than during normal working hours. I also certify that the leave is not being used for social and/or recreational purposes.

\_\_\_\_\_  
Employee's Signature

Date Received: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

APPENDIX D

AUTHORIZATION TO CONVERT VACATION/PERSONAL BUSINESS  
LEAVE TO SICK LEAVE

CONFIDENTIAL

I, \_\_\_\_\_ hereby authorize the Employer to transfer  
\_\_\_\_ a personal business day (one [1] day only) or  
\_\_\_\_ a vacation day (up to a maximum of five [5] days)  
to \_\_\_\_\_ for use as sick leave.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



APPENDIX E

SUBSTITUTE RATES FOR SUBBING BY BARGAINING UNIT MEMBERS  
OUTSIDE OF CLASSIFICATION

Custodian	\$6.83 PER HOUR
Secretary	\$6.04 PER HOUR
Cafeteria	\$4.90 PER HOUR
Instructional Assistants	\$5.01 PER HOUR
Non-Instructional Assistants	\$4.85 PER HOUR
Bus Drivers	\$8.67 PER HOUR
K.I.D.S. Assistants	\$4.85 PER HOUR

LETTER OF AGREEMENT

FOR PURPOSES OF ARTICLE XVIII OF THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DEWITT PUBLIC SCHOOLS AND DEWITT ESP (1994-95, 1995-96 AND 1996-97) BRIAN FULLER WILL BE TREATED AS IF HE WAS EMPLOYED PRIOR TO JULY 1, 1994.

DATE: October 12, 1994

DEWITT PUBLIC SCHOOLS

BY: 

DATE: 10-12-94

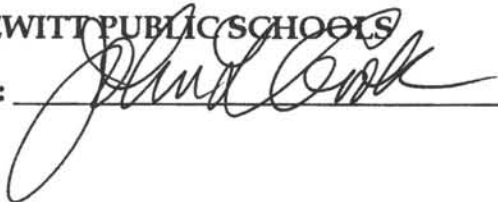
DEWITT ESP

BY: 

LETTER OF AGREEMENT

THE COLLECTIVE BARGAINING AGREEMENT BETWEEN DEWITT PUBLIC SCHOOLS AND DEWITT ESP EFFECTIVE JULY 1, 1994 ONLY COVERS BARGAINING UNIT MEMBERS EMPLOYED AS OF THE DATE THE AGREEMENT WAS RATIFIED IN REGARDS TO RETROACTIVE PAY.

DATE: October 12, 1994

DEWITT PUBLIC SCHOOLS  
BY: 

DATE: 10-12-94

DEWITT ESP  
BY: 